

HUMAN RESOURCES MEMORANDUM 23-017		DATE ISSUED: 11/13/2023
SUBJECT: GOVERNOR GAVIN NEWSOM DECLARES STATE OF EMERGENCY IN LOS ANGELES COUNTY DUE TO I-10 FREEWAY FIRE		REFERENCE: CCR 599.785.5 HR Manual 2121
TO: All Department of General Services (DGS) Employees		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH ALL EMPLOYEES

Purpose

The purpose of this memorandum is to provide employees with information regarding a fire that damaged part of the I-10 freeway between the East L.A. interchange and Alameda Street, leaving the freeway closed indefinitely in both directions. Governor Gavin Newsom has declared a state of emergency while the state mobilizes resources to minimize what is expected to be a significant impact on travel in and around Los Angeles.

Telework

Deputy Directors should determine which offices are affected and have Supervisors and Managers identify impacted employees and direct those employees to telework to minimize the impact on traffic conditions while ensuring essential services are not interrupted. Employees whose duties are not conducive to telework will need to utilize alternate routes to work.

ATO for Governor Declared Emergencies

[California Code of Regulations \(CCR\) 599.785.5](#) allows for up to five days of Administrative Time Off (ATO) during a Governor-declared state of emergency for those employees that meet the provisions of the rule. Per the California Department of Human Resources (CalHR) online HR Manual section [2121 – Administrative Time Off](#)

The [CCR § 599.785.5](#) allows for ATO during a state of emergency as outlined below:

(a) Employees may be granted a paid leave of absence of up to five days by their appointing power when the employee works or resides in a county where a state of emergency has been proclaimed by the Governor and the appointing power determines that at least one of the following conditions exists:

- (1) The employee's normal place of business is closed temporarily, during the employee's normal work shift, due to the effects of the emergency.

(2) The emergency effectively precludes the employee's ability to find reasonable routes of transportation from the employee's normal residence to the workplace.

(3) The emergency presents an immediate and grave peril to the employee's own safety, that of an employee's immediate family member, or the employee's principal residence.

(4) The employee is actively involved in a formal, organized effort to protect the health and safety of the general public, such as, the employee is a member of the auxiliary fire or police department, or the employee is asked by local authorities to assist with sandbagging efforts.

(5) The employee needs to take time off to apply for disaster assistance from the Federal Emergency Management Agency (FEMA) because the employee is unable to apply for assistance before or after the employee's normal work shift.

(b) No paid leave of absence shall exceed five working days without the prior approval of the appointing power and the prior approval of the Department of Human Resources. The Department of Human Resources shall grant approval of a paid leave of absence in excess of five working days based on its finding that one of the criteria above continues to be met.

(c) State employees called into service as specified in Government Code section 19844.5 are excluded from the above standards.

Process to Request ATO

The responsibilities of the employee, supervisor, Program Administration Manager, and Office of Human Resources (OHR) to request ATO are outlined below:

Employee Responsibilities

- Employees should notify their supervisors immediately if the employee is impacted by a Governor-declared emergency.
- Employees and supervisors should discuss if telework is an option and review the ATO criteria outlined in CCR Section 599.785.5 and the CalHR Manual [Section 2121 - Administrative Time Off \(ATO\)](#).

Supervisor Responsibilities

- When a supervisor recommends that an employee meets the ATO criteria outlined above, an immediate request should be submitted to the Program's Administration Manager (i.e., Employee Resource Liaison (ERL) Manager). The following information must be included:
 - Employee name
 - Division and Office
 - Classification
 - City (both worksite and residence)
 - Which criteria the employee qualifies for
 - Anticipated number of ATO days/hours

Program Administration Manager Responsibilities

- Upon receiving a request for ATO from a supervisor, submits the request immediately to DGS OHR at dgshumanresources@dgs.ca.gov.
- Coordinates approval, denial, and pending ATO requests with OHR.
- Provides employee and supervisor with the Project Accounting and Leave (PAL) ATO alias to notate ATO usage in employee's timesheet.
- Monitors ATO to ensure it does not extend beyond the approved number of days/hours.
- Requests extensions from OHR when applicable.
- Maintains documentation for audit purposes.

OHR Responsibilities

- Reviews each request to ensure the request meets all outlined criteria, and, when applicable, seeks approval from CalHR.
- Provides Program Administration Manager with the PAL ATO alias to ensure usage is tracked in the employee's timesheet.

EAP Information

- Employees may request services through the state Employee Assistance Program (EAP).
- Magellan's free 24-hour crisis line is available for State of California employees who may be impacted by the road closure and their dependents who are eligible for EAP services and need support may call the EAP toll free number at (866) 327-4762 or visit the [EAP website](#) to access both individual and family resources.

Questions

For questions or to request ATO for the Governor-declared emergency, please contact Christina.Castille@dgs.ca.gov.